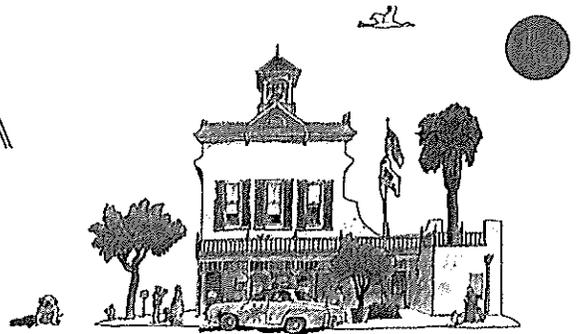


CITY OF CALISTOGA

1232 Washington Street • Calistoga, CA 94515
707.942.2800



December 30, 2005

12-30-05

Ms. Linda Nichols, Program Manager
Department of Housing and Community Development
Division of Housing Policy Development
1800 Third Street, Suite 430
PO Box 952053
Sacramento, CA 94252-2053

Re: 2005 Annual Progress Report

Dear Ms. Nichols:

Enclosed for your review and records is the City of Calistoga's 2005 Annual Progress Report on Implementation of the City's Housing Element. Please note that we are working diligently to remain in full compliance with State housing element law.

On behalf of the City of Calistoga, please accept my sincerest apology for this delay and hope that this report meets your expectations and scheduled timeframes. We look forward in working with you next year as we proceed forward with re-evaluating and developing a new Affordable Housing Strategy for the City. If you have any questions or need additional information, please do not hesitate to contact me at (707) 942-2827.

Sincerely,

Charlene Gallina
Planning and Building Director

Enclosures

Cc: Margaret Murphy, Program Representative
James McCann, City Manager

ATTACHMENT D
WFH Annual Progress Report
on Implementation of the Housing Element
General Plan Report Requirement pursuant to
Section 65400 of the Government Code

Jurisdiction: City of Calistoga

Address: 1232 Washington Street; Calistoga, CA 94515

Contact: Charlene Gallina Title: Planning & Building Director

Phone: (707) 942-2827

Report Period: January, 2005 To: December 31, 2005

The following should be included in the report:

- A. Progress in meeting Regional Housing Need:
1. Total number of new housing permits issued.

11 Total Permits
 2. Describe the affordability, by income level, of new units including the number of deed restricted affordable housing unit.

Market:
9 Single Family Units

Affordable Housing:

2 Granny/Second Dwelling Units
 3. Compare units added to regional housing need allocation by income category (very low, lower, moderate and above moderate)

The 2 Granny/Second Dwelling Units administratively approved were restricted in size (between 400 and 750 square feet); and thus enables the property owner to rent out as an affordable unit within the lower- to moderate-income level. However, specifics on rents were not provided to the City upon issuance of a Building Permit. Please note that these units are not deed restricted. The remaining units are considered market rate.

B. The effectiveness of the housing element in attainment of the community's housing goals and objectives:

1. Include a program-by-program status report relative to the implementation schedule from each program in the housing element; describe actions taken to implement each program.
2. Assess effectiveness of actions and outcomes.

See Attached Annual Status Report For Individual Programs.

C. Progress toward mitigating governmental constraints identified in the housing element.

As identified in the 2004 WFH Annual Progress Report, the Planning & Building Department was unable to conduct work on the development of a new affordable housing strategy for the City due to other project priorities and the implementation of the City's Growth Management System Ordinance. Please note that with the coming new year, the Planning Department's work program will definitely include the development of a new affordable housing strategy for the City including an update to our current affordable housing requirements on new development and other changes to the Zoning Ordinance. To assist in this effort, it is staff's intent to set up a task force represented by a member from the Planning Commission, City Council, the development/real estate community, and the community's affordable housing groups.

Furthermore, please note that the City is currently undergoing the development, adoption, and implementation of an Urban Design Plan that is viewed as a long-term investment in the economic health and well being of the community. The Plan will function as a refinement of many aspects of the General Plan and will serve to articulate the Council's long-term vision for the community especially in terms of economic activity and direction and quality for new development. The components of the Plan will greatly assist landowners and developers as they consider and design development proposals and will function as a guide to the City staff, the Planning Commission and the City Council in the review of such proposals. Additionally, the Plan will provide direction and focus to the City's economic development strategy and community enhancement efforts. Included in this effort is the task to identify additional opportunities for mixed-use development, including more housing opportunities for the City. This work effort will be completed by June 2006.

ANNUAL STATUS REPORT

CODES

C/C City Council
NVHA Napa Valley Housing Authority
n/a no applicable quantified objective
Q3 Third Quarter

Admin. City Administration staff or other City Departments
PLC Planning Commission
Q1 First Quarter
Q4 Fourth Quarter

P&B Department of Planning and Building
PW Department of Public Works
Q2 Second Quarter

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
1.1 A1.	Prepare, maintain and distribute a list and map of vacant infill sites in Calistoga.	P&B	Create list by Q2 2004 update and publish annually	In progress as part of Urban Design Plan work effort
1.2 A1	Amend the Zoning Ordinance to permit multi-family housing as a matter of right in areas zoned R-3, Community Commercial and Downtown Commercial, and in the R-2 District where appropriate.	PLC, C/C P&B	Q1 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
1.2 A2	Amend the Zoning Ordinance as proposed for those sites identified under Section K of the Housing Element to encourage and facilitate their development at desirable densities and to ensure Calistoga's share of the regional housing needs for lower-income households.	PLC, C/C P&B	Q1 2004	Ordinance 614 adopted in December 2004
1.2 A3	Amend the Zoning Ordinance to include standards and incentives which will encourage and facilitate mixed-use development in areas designated Community Commercial and Downtown Commercial. Special consideration should be given to the			Ordinance 614 adopted in December 2004; Re-evaluation of additional opportunities in progress as part of Urban Design Plan work

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
1.3 A1.	provision of mixed-use development providing housing for very low-, low- and moderate-income households. Update Capital Improvements Plan to phase infrastructure improvements with residential development.	PW	On-going, update annually	On-going effort
1.3 A2.	Manage growth to match community character.	Pl. C, P&B	On-going	On-going
1.3 A3.	Adopt an ordinance which implements the residential growth management system to include standards ensuring the provision of housing to address Calistoga's share of the regional needs for all income groups, and in particular housing for lower- and moderate-income households.	Pl. C, C/C	Q1 2004	On-going; A part of Growth Management System Program Implementation Growth Management System Ordinance Adopted 1/4/05; Amended 9/5/05 Ordinance 624 Program sets forth incentives for development of affordable housing units and mixed-use development projects
2.1 A1.	Amend Zoning Ordinance to allow lot coverage greater than 40% in R-3 zone.	Pl. C, C/C	Q1 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
2.1 A2.	Amend Zoning Ordinance to: <ul style="list-style-type: none"> • Allow second units in residential zones by right. • Allow licensed care facilities in residential zones. 	Pl. C, C/C	Q1 2004	<ul style="list-style-type: none"> • Completed – Ordinance 599; • Not Completed
2.1 A3.	Encourage commercial development to provide affordable worker housing.	Pl. C, P&B	Q1-2004	On-going; A part of project review and processing
2.2 A1.	Promote the enforcement activities of the State Fair Employment and Housing Commission.	P&B	Q3 2004	On-going; Questions &/or complaints are referred to appropriate agencies
2.2 A2.	Continue to refer housing discrimination and housing opportunity complaints to NVHA and the Greater Napa Fair Housing Center.	P&B	Q1 2004	On-going; Questions &/or complaints are referred to appropriate agencies

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
2.2 A3.	Continue to work with NVHA and the Greater Napa Fair Housing Center to educate the public and the housing industry regarding their rights and responsibilities.	P&B	Q1 2004	Ongoing; Questions &/or complaints are referred to appropriate agencies
2.2 A4.	Distribute information about fair housing at City Hall, the City Library, the Family Center and the NVHA Office.	P&B	Q3 2004	Updated materials to be obtained at City Hall; Questions &/or complaints are referred to appropriate agencies
2.2 A5.	Continue to refer questions regarding housing and job translation to The Family Center and other similar organizations.	P&B	Q1 2004	On-going; Questions are referred to appropriate agencies
2.2 A6.	Analyze the potential and actual governmental constraints on the development, maintenance and improvement of housing for persons with disabilities and develop an ordinance to remove these constraints.	Pl. C, P&B	Q3 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
2.3 A1.	Amend Zoning Ordinance to allow manufactured houses in residential zones.	Pl. C, C/C	Q1 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.1 A1.	Continue to apply housing impact fees for new commercial and industrial development.	C/C	On-going	On-going
3.1 A2.	Review housing impact fees, with objective of increasing them to fund more affordable housing.	C/C	Review fees Q3 2004; Implement increases Q1 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.1 A3.	Review and evaluate Inclusionary Housing Program, implement improvements to ensure effective provision of affordable housing.	Pl. C, C/C, P&B	Review by end Q3, 2004; Implement revisions Q1, 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
3.2 A1.	Give priority in City housing programs to special needs groups.	PLC, P&B,	On-going	On-going
3.2 A2.	Work with County and other agencies to provide farmworker housing.	C/C, Pl. C	On-going	On-going
3.2 A3.	Work w/ County and other agencies to achieve regional solutions for homelessness.	Pl. C, C/C NHVA	On-going	On-going
3.2 A5.	Amend Zoning Ordinance to allow emergency shelters in residential zones.	Pl C, C/C	Q4 2004 On-going Implementation	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.2 A6.	Enforce State requirements for accessibility and adaptability in all existing and new housing projects, to include analyzing City ordinances and procedures for adverse impacts on the development, maintenance and improvement of housing for persons with disabilities, seeking grants to retrofit existing housing to provide accessibility where requested, and developing information bulletins to inform residents and developers of issues relating to reasonable accommodation.	P&B	Q4 2004 On-going Implementation	On-going; To be further addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.3 A1.	Encourage the provision of local matching funds to rehabilitate and develop affordable housing.	C/C	Commencing July 2004, on-going thereafter	On-going

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
3.3 A2.	Allocate a meaningful portion of increases in tax revenue from new development for housing construction for lower- and moderate-income households.	C/C	Commencing July 2004, and on-going thereafter	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.3 A3.	Apply a meaningful portion of increases in tax revenue from new development to Affordable Housing Trust Fund.	C/C	Commencing July 2004, and on-going thereafter	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.3 A4.	Transfer CDBG loan payments to Affordable Housing Trust Fund.	C/C	On-going	On-going
3.3 A5.	Establish permanent recurring funding source for affordable housing.	C/C	Commencing July 2004, and on-going thereafter	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.4 A1.	Provide assistance to developers seeking funding for affordable housing.	C/C	On-going	On-going
3.4 A2.	Work with HCD, NVHA and other cities to provide special needs affordable housing.	PLC, C/C P&B	On-going	On-going
3.4 A3.	Assist nonprofit agencies to prepare Farmworker Housing Grant applications.	C/C, P&B	On-going	On-going
4.1 A1.	Implement fast-track application procedure for affordable housing projects.	Pl. C, P&B	Implement procedure Q1 2004, then on-going	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
4.1 A2.	Reduce planning, building and subdivision fees for projects with at least 50% affordable units.	C/C, P&B	Q1 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
4.1 A3.	Study existing planning and building fees, and reduce them to reflect actual cost to City for providing services.	C/C, P&B	Q1 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy and through the comprehensive evaluation of all City fees

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
4.1 A4.	Study reducing parking requirements for senior affordable and special needs housing.	Pl. C, C/C	Q2 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.2 A1.	Reduce fees for rehabilitation and infill projects in existing neighborhoods to encourage investment in older neighborhoods.	C/C, P&B	Q3 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.2 A2.	Develop redevelopment strategy for older residential neighborhoods.	PLC, C/C P&B	Q2 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.3 A1.	Establish design guidelines for residential projects.	C/C, Pl. C, P&B	Q4 2004	In progress as part of Urban Design Plan work effort. Will also be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.3 A2.	Provide informational materials and resource referrals to housing developers concerning "universal design" for all physical capabilities.	P&B	Q2 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
Rehabilitation				
5.1 A1.	Provide on-going technical assistance to homeowners for upgrade, repair and improvement of property.	P&B	On-going	On-going
5.1 A2.	Work with volunteer groups to facilitate their work repairing low income homes.	P&B	On-going.	On-going
5.1 A3.	Establish voluntary inspection program for identification and repair of structures that are not compliant with Building Code.	P&B	Q3 2004, then on-going	Service available, as requested
5.1 A4.	Establish program that encourages property-owners to maintain and improve their	P&B	Q3 2004	Program for monitoring property maintenance and improvement integrated

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
	property.			into new Code Enforcement Program
5.1 A5.	Develop and adopt procedure for City intervention for deteriorated properties.	P&B	Q3 2005	Procedures for property clean up integrated into new Code Enforcement Program
2.3 A2.	Apply MHP zoning to existing mobile home parks.	C/C, Pl. C P&B	Q2 2005	Requires an amendment to Zoning Ordinance; This action is projected to be evaluated in 2006
2.3 A3.	Adopt Mobile Home Park Conversion ordinance.	C/C, Pl. C P&B	Q2 2005	This action is projected to be evaluated in 2006
2.3 A5.	Coordinate with mobile home park owners to promote upkeep of mobile home parks.	C/C, Pl. C	On-going	On-going
3.5 A1.	Amend use permits requirements for B&B to prevent net loss of housing units due to B&B conversions.	Pl. C, P&B	Q2 2004	An evaluation B&B regulations proposed to be conducted in 2006
3.5 A2.	Continue to contract with NVHA to monitor City funded affordable housing.	Admin., NHVA	On-going	On-going
3.5 A3.	Assist nonprofit housing agencies to buy "at risk" affordable housing units.	C/C, Admin. NVHA	On-going	On-going
Support Services				
2.2 A1.	Promote enforcement activities of State Fair Employment and Housing Commission.	P&B NVHA	On-going	On-going
2.2 A2	Mediate housing discrimination.	Admin. NHVA	On-going	On-going
2.2 A3	Mediation education.	Admin. NHVA	On-going	On-going
2.2 A4	Refer housing and job translation questions to The Family Center.	Admin. NHVA	On-going	On-going
2.3 A4.	Administer Mobile Home Rent Stabilization Ordinance.	P&B	On-going	On-going

ANNUAL STATUS REPORT

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
3.2 A3	Collaborate with County and non-profits in regional planning for homeless.	C/C Admin.	On-going	On-going
3.2 A4.	Work with NVHA to disseminate housing assistance information.	NVHA	On-going, annual	On-going
3.2 A6.	Enforce State requirements for all new multi-family housing projects.	PLC P&B	Q1 2004, and on-going	On-going: The action to be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.2 A7.	Create, maintain and distribute list of available federal, state and local special needs housing programs.	Admin. NVHA	Q3 2004, and ongoing annual updates	On-going
3.4 A4.	Work with NVHA to rejuvenate the Mortgage Certificate Program.	C/C, Admin NVHA	Q3 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.4 A5.	Create, maintain and distribute list of available federal, state and local funding sources that support rental housing.	Admin. C/C	Q3 2004 and on-going annual updates	On-going
Energy Conservation				
5.4 A1	Refer property owners and tenants to weatherization programs.	P&B	Q4 2004, and on-going	On-going
5.4 A2.	Maintain a list of energy conservation measures required in new residential structures.	P&B	Q4 2004	On-going

Mardy Murphy

From: Gail Patton [Gail.Patton@hayward-ca.gov]
Sent: Thursday, December 22, 2005 4:03 PM
To: Mardy Murphy
Cc: GillianA@abag.ca.gov
Subject: Housing Need Production Report

Margaret,

Not all that trusting of snail mail at this time of year, so I'm emailing our reports to ensure that they are received by December 31. As I had mentioned, we've had some staff turn-over but I could not find any evidence that the FY 03-04 report was completed or that the FY 02-03 was submitted. In any case, these 3 reports bring us up to date.

Don't hesitate to call if you have any questions.

Gail Patton
Neighborhood & Economic Development Manager
City of Hayward/ Community & Economic Development
777 B Street
Hayward, CA 94541-5007
Phone: 510-583-4228/Fax: 510-583-3650
gail.patton@hayward-ca.gov

Period:

Calendar Year (January 1 – December 31)

Fiscal Year (July 1 – June 30)

Unit Count of Housing Produced

	Current RHNA Allocation	Units Added Current Year		Total Units Added Current Year	Units Added Prior Year RHNA Category
		Unrestricted	Deed Restricted		
	625	0	40	40	
	344	0	17	17	
	834	97	22	119	69
	1,032	161		161	1,45
	2,835	258	79	337	2,15

Number of units added determined by building permits.

See reverse for definitions of income categories included in this form.

Optional: Locally Identified Affordability Categories

Limit information to title and...

Please provide the number for each category in the appropriate column.

Housing Need Production Form

Organization: City of Hayward
Contact: David Stark **Title:** Housing Dev. Specialist
Address: 777 B Street
City: Hayward, California **Zip:** 94541
Phone: (510)583-4246

Report time period:

- Calendar Year (January 1 through December 31)
 Fiscal Year (July 1 through June 30)

Unit Count of Housing Produced for the 1999-2007 Regional Housing Need Allocation (RHNA) Cycle

State Identified Affordability Categories (Percent of area median income (AMI))	1999-2007 RHNA (New Construction Need)	Units Added 1999-2002	Units Added 2002-2003		Total Units Added 1999-2003
			Unrestricted	Deed Restricted	
Very Low (up to 50% AMI)	625	0	0	0	0
Low (51 - 80% AMI)	344	0	0	0	0
Moderate (81 - 120% AMI)	834	340	144		484
Above Moderate (greater than 120% AMI)	1,032	655	388		1,043
TOTAL	2,835	995	532	0	1,527

*Number of units added determined by building permits.
 See reverse for definitions of income categories included in this form.*

Optional: Locally Identified Affordability Categories (Alternative affordability levels tracked by some jurisdictions. Limit information to title and definition of locally identified category. Place production numbers for these local categories in appropriate affordability category in table above.)

Housing Need Production Form

Organization: City of Hayward
Contact: Gail Patton **Title:** Neighborhood and Economic Development Manager
Address: 777 B Street
City: Hayward **Zip:** 94541-5007
Email: gail.patton@hayward.ca-gov **Phone:** (510) 583-4228

Report year: <u>2003-2004</u>
Report time period: <input type="checkbox"/> Calendar Year (January 1 – December 31) <input checked="" type="checkbox"/> Fiscal Year (July 1 – June 30)

Unit Count of Housing Produced

State Identified Affordability Categories <small>(Percent of area median income (AMI))</small>	Current RHNA Allocation	Units Added Current Year		Total Units Added Current Year	Units Added in Prior Years of RHNA Cycle	Total Units Added Current RHNA Cycle
		Unrestricted	Deed Restricted			
Very Low (up to 50% AMI)	625	0	0	0	0	0
Low (51 – 80% AMI)	344	0	0	0	0	0
Moderate (81 – 120% AMI)	834	215	0	215	484	699
Above Moderate (over 120% AMI)	1,032	414	0	414	1,043	1,457
TOTAL	2,835	629	0	629	1,527	2,156

*Number of units added determined by building permits.
 See reverse for definitions of income categories included in this form.*

Optional: Locally Identified Affordability Categories
<i>(Alternative affordability levels tracked by some jurisdictions. Limit information to title and definition of locally identified category. Place production numbers for these categories in appropriate affordability category above.)</i>

Housing Need Production Form

Organization: City of Hayward
Contact: Gail Patton **Title:** Neighborhood and Economic Development Manager
Address: 777 B Street
City: Hayward **Zip:** 94541-5007
Email: gail.patton@hayward-ca.gov **Phone:** 510-583-4228

Report year: 2004-2005
Report time period:
 Calendar Year (January 1 – December 31) **Fiscal Year** (July 1 – June 30)

Unit Count of Housing Produced

State Identified Affordability Categories (Percent of area median income (AMI))	Current RHNA Allocation	Units Added Current Year		Total Units Added Current Year	Units Added in Prior Years of RHNA Cycle	Total Units Added Current RHNA Cycle
		Unrestricted	Deed Restricted			
Very Low (up to 50% AMI)	625	0	40	40	0	40
Low (51 – 80% AMI)	344	0	17	17	0	17
Moderate (81 – 120% AMI)	834	97	22	119	699	818
Above Moderate (over 120% AMI)	1,032	161	0	161	1,457	1,618
TOTAL	2,835	258	79	337	2,156	2,493

*Number of units added determined by building permits.
 See reverse for definitions of income categories included in this form.*

Optional: Locally Identified Affordability Categories
<i>(Alternative affordability levels tracked by some jurisdictions. Limit information to title and definition of locally identified category. Place production numbers for these categories in appropriate affordability category above.)</i>
Empty space for data entry

Mardy Murphy

From: Gail Patton [Gail.Patton@hayward-ca.gov]
Sent: Wednesday, December 28, 2005 11:32 AM
To: Anda Draghici
Cc: David Rizk; Sylvia Ehrenthal; cresswell@hcd.ca.gov; Mardy Murphy
Subject: FW: Annual Progress Report
Importance: High

Anda,

Thank you for the fax to David with our last submission in January 2005. Included in the attached email ("Housing Need Production Report") is a cover letter to Cathy Cresswell explaining that the ABAG report format has been approved in lieu of the Attachment D format, and our reports from FY 2002 – 03, 2003 – 04 and 2004 – 05.

Please let me know if this email will suffice or if you would like a hard copy mailed. I assume that you are at the same address as Cathy and Margaret. I will add you to our distribution list for future reports.

Gail Patton
Neighborhood & Economic Development Manager
City of Hayward/ Community & Economic Development
777 B Street
Hayward, CA 94541-5007
Phone: 510-583-4228/Fax: 510-583-3650
gail.patton@hayward-ca.gov

From: David Rizk
Sent: Wednesday, December 28, 2005 10:47 AM
To: Gail Patton
Subject: FW: Annual Progress Report
Importance: High

Gail:

Per our phone conversation, I'm forwarding the e-mail below from Andra Dragichi at HCD.

-----Original Message-----

From: Anda Draghici [mailto:adraghic@hcd.ca.gov]
Sent: Wednesday, December 28, 2005 10:14 AM
To: David Rizk
Subject: FW: Annual Progress Report

From: Anda Draghici
Sent: Wednesday, December 28, 2005 10:07 AM
To: 'david.rizk@hayward.ca.gov'
Cc: Linda Nichols
Subject: Annual Progress Report

Hello, David:

Per our conversation, please find attached the Annual Progress Report format (Attachment D above). Please complete the report covering calendar year 2004 or fiscal year 2004-2005, and email it back to me by December 31, 2005.

1/3/2006

If you have any question, feel free to contact me. Meanwhile I will try to locate your previously submitted report, as discussed.

Thank you and have a great day!

Anda Draghici
Housing Policy Analyst
Tel: (916) 323-7271
Fax:(916) 327-2643

***** This email and any files attached are intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error, please notify the sender immediately. This email and the attachments have been electronically scanned for email content security threats, including but not limited to viruses.

CITY OF CALISTOGA

1232 Washington Street • Calistoga, CA 94515
707.942.2800



December 30, 2005

Ms. Linda Nichols, Program Manager
Department of Housing and Community Development
Division of Housing Policy Development
1800 Third Street, Suite 430
PO Box 952053
Sacramento, CA 94252-2053

RECEIVED
~~JAN 03 2006~~
DIV. OF HOUSING
POLICY DEVELOPMENT HCD

12-30-05

Re: 2005 Annual Progress Report

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Sincerely,

Charlene Gallina

Charlene Gallina
Planning and Building Director

Enclosures

Cc: Margaret Murphy, Program Representative
James McCann, City Manager

ATTACHMENT D
WFH Annual Progress Report
on Implementation of the Housing Element
General Plan Report Requirement pursuant to
Section 65400 of the Government Code

Jurisdiction: City of Calistoga

Address: 1232 Washington Street; Calistoga, CA 94515

Contact: Charlene Gallina Title: Planning & Building Director

Phone: (707) 942-2827

Report Period: January, 2005 To: December 31, 2005

The following should be included in the report:

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2. Assess effectiveness of actions and outcomes.

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C. Progress toward mitigating governmental constraints identified in the housing element.

As identified in the 2004 WFH Annual Progress Report, the Planning & Building Department was unable to conduct work on the development of a new affordable housing strategy for the City due to other project priorities and the implementation of the City's Growth Management System Ordinance. Please note that with the coming new year, the Planning Department's work program will definitely include the development of a new affordable housing strategy for the City including an update to our current affordable housing requirements on new development and other changes to the Zoning Ordinance. To assist in this effort, it is staff's intent to set up a task force represented by a member from the Planning Commission, City Council, the development/real estate community, and the community's affordable housing groups.

Furthermore, please note that the City is currently undergoing the development, adoption, and implementation of an Urban Design Plan that is viewed as a long-term investment in the economic health and well being of the community. The Plan will function as a refinement of many aspects of the General Plan and will serve to articulate the Council's long-term vision for the community especially in terms of economic activity and direction and quality for new development. The components of the Plan will greatly assist landowners and developers as they consider and design development proposals and will function as a guide to the City staff, the Planning Commission and the City Council in the review of such proposals. Additionally, the Plan will provide direction and focus to the City's economic development strategy and community enhancement efforts. Included in this effort is the task to identify additional opportunities for mixed-use development, including more housing opportunities for the City. This work effort will be completed by June 2006.

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CODES

C/C City Council
NVHA Napa Valley Housing Authority
n/a no applicable quantified objective
Q3 Third Quarter

Admin. City Administration staff or other City Departments
PLC Planning Commission
Q1 First Quarter
Q4 Fourth Quarter

P&B Department of Planning and Building
PW Department of Public Works
Q2 Second Quarter

TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
New Construction				
1.1 A1.	Prepare, maintain and distribute a list and map of vacant infill sites in Calistoga.	P&B	Create list by Q2 2004 update and publish annually Q1 2004	In progress as part of Urban Design Plan work effort
1.2 A1	Amend the Zoning Ordinance to permit multi-family housing as a matter of right in areas zoned R-3, Community Commercial and Downtown Commercial, and in the R-2 District where appropriate.	PLC, C/C P&B	Q1 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
1.2 A2	Amend the Zoning Ordinance as proposed for those sites identified under Section K of the Housing Element to encourage and facilitate their development at desirable densities and to ensure Calistoga's share of the regional housing needs for lower-income households.	PLC, C/C P&B	Q1 2004	Ordinance 614 adopted in December 2004
1.2 A3	Amend the Zoning Ordinance to include standards and incentives which will encourage and facilitate mixed-use development in areas designated Community Commercial and Downtown Commercial. Special consideration should be given to the			Ordinance 614 adopted in December 2004; Re-evaluation of additional opportunities in progress as part of Urban Design Plan work

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
1.3 A1.	provision of mixed-use development providing housing for very low-, low- and moderate-income households. Update Capital Improvements Plan to phase infrastructure improvements with residential development.	PW	On-going, update annually	On-going effort
1.3 A2.	Manage growth to match community character.	Pl. C, P&B	On-going	On-going; A part of Growth Management System Program Implementation
1.3 A3.	Adopt an ordinance which implements the residential growth management system to include standards ensuring the provision of housing to address Calistoga's share of the regional needs for all income groups, and in particular housing for lower- and moderate-income households.	Pl. C, C/C	Q1 2004	Growth Management System Ordinance Adopted 1/4/05; Amended 9/5/05 Ordinance 624 Program sets forth incentives for development of affordable housing units and mixed-use development projects
2.1 A1.	Amend Zoning Ordinance to allow lot coverage greater than 40% in R-3 zone.	Pl. C, C/C	Q1 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
2.1 A2.	Amend Zoning Ordinance to: <ul style="list-style-type: none"> • Allow second units in residential zones by right. • Allow licensed care facilities in residential zones. 	Pl. C, C/C	Q1 2004	<ul style="list-style-type: none"> • Completed – Ordinance 599; • Not Completed
2.1 A3.	Encourage commercial development to provide affordable worker housing.	Pl. C, P&B	Q1-2004	On-going; A part of project review and processing
2.2 A1.	Promote the enforcement activities of the State Fair Employment and Housing Commission.	P&B	Q3 2004	On-going; Questions &/or complaints are referred to appropriate agencies
2.2 A2.	Continue to refer housing discrimination and housing opportunity complaints to NVHA and the Greater Napa Fair Housing Center.	P&B	Q1 2004	On-going; Questions &/or complaints are referred to appropriate agencies

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
2.2 A3.	Continue to work with NVHA and the Greater Napa Fair Housing Center to educate the public and the housing industry regarding their rights and responsibilities.	P&B	Q1 2004	Ongoing; Questions &/or complaints are referred to appropriate agencies
2.2 A4.	Distribute information about fair housing at City Hall, the City Library, the Family Center and the NVHA Office.	P&B	Q3 2004	Updated materials to be obtained at City Hall; Questions &/or complaints are referred to appropriate agencies
2.2 A5.	Continue to refer questions regarding housing and job translation to The Family Center and other similar organizations.	P&B	Q1 2004	On-going; Questions are referred to appropriate agencies
2.2 A6.	Analyze the potential and actual governmental constraints on the development, maintenance and improvement of housing for persons with disabilities and develop an ordinance to remove these constraints.	Pl. C, P&B	Q3 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
2.3 A1.	Amend Zoning Ordinance to allow manufactured houses in residential zones.	Pl C, C/C	Q1 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.1 A1.	Continue to apply housing impact fees for new commercial and industrial development.	C/C	On-going	On-going
3.1 A2.	Review housing impact fees, with objective of increasing them to fund more affordable housing.	C/C	Review fees Q3 2004; Implement increases Q1 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.1 A3.	Review and evaluate Inclusionary Housing Program, implement improvements to ensure effective provision of affordable housing.	Pl. C, C/C, P&B	Review by end Q3, 2004; Implement revisions Q1, 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
3.2 A1.	Give priority in City housing programs to special needs groups.	PLC, P&B,	On-going	On-going
3.2 A2.	Work with County and other agencies to provide farmworker housing.	C/C, Pl. C	On-going	On-going
3.2 A3.	Work w/ County and other agencies to achieve regional solutions for homelessness.	Pl. C, C/C NHVA	On-going	On-going
3.2 A5.	Amend Zoning Ordinance to allow emergency shelters in residential zones.	Pl C, C/C	Q4 2004 On-going Implementation	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.2 A6.	Enforce State requirements for accessibility and adaptability in all existing and new housing projects, to include analyzing City ordinances and procedures for adverse impacts on the development, maintenance and improvement of housing for persons with disabilities, seeking grants to retrofit existing housing to provide accessibility where requested, and developing information bulletins to inform residents and developers of issues relating to reasonable accommodation.	P&B	Q4 2004 On-going Implementation	On-going; To be further addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.3 A1.	Encourage the provision of local matching funds to rehabilitate and develop affordable housing.	C/C	Commencing July 2004, on-going thereafter	On-going

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
3.3 A2.	Allocate a meaningful portion of increases in tax revenue from new development for housing construction for lower- and moderate-income households.	C/C	Commencing July 2004, and on-going thereafter	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.3 A3.	Apply a meaningful portion of increases in tax revenue from new development to Affordable Housing Trust Fund.	C/C	Commencing July 2004, and on-going thereafter	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.3 A4.	Transfer CDBG loan payments to Affordable Housing Trust Fund.	C/C	On-going	On-going
3.3 A5.	Establish permanent recurring funding source for affordable housing.	C/C	Commencing July 2004, and on-going thereafter	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.4 A1.	Provide assistance to developers seeking funding for affordable housing.	C/C	On-going	On-going
3.4 A2.	Work with HCD, NVHA and other cities to provide special needs affordable housing.	PLC, C/C P&B	On-going	On-going
3.4 A3.	Assist nonprofit agencies to prepare Farmworker Housing Grant applications.	C/C, P&B	On-going	On-going
4.1 A1.	Implement fast-track application procedure for affordable housing projects.	Pl. C, P&B	Implement procedure Q1 2004, then on-going	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
4.1 A2.	Reduce planning, building and subdivision fees for projects with at least 50% affordable units.	C/C, P&B	Q1 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
4.1 A3.	Study existing planning and building fees, and reduce them to reflect actual cost to City for providing services.	C/C, P&B	Q1 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy and through the comprehensive evaluation of all City fees

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
4.1 A4.	Study reducing parking requirements for senior affordable and special needs housing.	Pl. C, C/C	Q2 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.2 A1.	Reduce fees for rehabilitation and infill projects in existing neighborhoods to encourage investment in older neighborhoods.	C/C, P&B	Q3 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.2 A2.	Develop redevelopment strategy for older residential neighborhoods.	PLC, C/C P&B	Q2 2005	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.3 A1.	Establish design guidelines for residential projects.	C/C, Pl. C, P&B	Q4 2004	In progress as part of Urban Design Plan work effort. Will also be addressed in 2006 as part of the development of a new Affordable Housing Strategy
5.3 A2.	Provide informational materials and resource referrals to housing developers concerning "universal design" for all physical capabilities.	P&B	Q2 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
Rehabilitation				
5.1 A1.	Provide on-going technical assistance to homeowners for upgrade, repair and improvement of property.	P&B	On-going	On-going
5.1 A2.	Work with volunteer groups to facilitate their work repairing low income homes.	P&B	On-going,	On-going
5.1 A3.	Establish voluntary inspection program for identification and repair of structures that are not compliant with Building Code.	P&B	Q3 2004, then on-going	Service available, as requested
5.1 A4.	Establish program that encourages property-owners to maintain and improve their	P&B	Q3 2004	Program for monitoring property maintenance and improvement integrated

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
5.1 A5.	Develop and adopt procedure for City intervention for deteriorated properties.	P&B	Q3 2005	Procedures for property clean up integrated into new Code Enforcement Program
2.3 A2.	Apply MHP zoning to existing mobile home parks.	C/C, Pl. C P&B	Q2 2005	Requires an amendment to Zoning Ordinance; This action is projected to be evaluated in 2006
2.3 A3.	Adopt Mobile Home Park Conversion ordinance.	C/C, Pl. C P&B	Q2 2005	This action is projected to be evaluated in 2006
2.3 A5.	Coordinate with mobile home park owners to promote upkeep of mobile home parks.	C/C, Pl. C	On-going	On-going
3.5 A1.	Amend use permits requirements for B&B to prevent net loss of housing units due to B&B conversions.	Pl. C, P&B	Q2 2004	An evaluation B&B regulations proposed to be conducted in 2006
3.5 A2.	Continue to contract with NVHA to monitor City funded affordable housing.	Admin., NHVA	On-going	On-going
3.5 A3.	Assist nonprofit housing agencies to buy "at risk" affordable housing units.	C/C, Admin. NVHA	On-going	On-going
Support Services				
2.2 A1.	Promote enforcement activities of State Fair Employment and Housing Commission.	P&B NVHA	On-going	On-going
2.2 A2	Mediate housing discrimination.	Admin. NHVA	On-going	On-going
2.2 A3	Mediation education.	Admin. NHVA	On-going	On-going
2.2 A4	Refer housing and job translation questions to The Family Center.	Admin. NHVA	On-going	On-going
2.3 A4.	Administer Mobile Home Rent Stabilization Ordinance.	P&B	On-going	On-going

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TABLE H-17 SUMMARY OF QUANTIFIED OBJECTIVES

Action Number	Action Summary	Responsible Agency	Time Frame	2005 Status Update
3.2.A3	Collaborate with County and non-profits in regional planning for homeless.	C/C Admin.	On-going	On-going
3.2.A4.	Work with NVHA to disseminate housing assistance information.	NVHA	On-going, annual	On-going
3.2.A6.	Enforce State requirements for all new multi-family housing projects.	PLC P&B	Q1 2004, and on-going	On-going; The action to be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.2.A7.	Create, maintain and distribute list of available federal, state and local special needs housing programs.	Admin. NVHA	Q3 2004, and ongoing annual updates	On-going
3.4.A4.	Work with NVHA to rejuvenate the Mortgage Certificate Program.	C/C, Admin NVHA	Q3 2004	To be addressed in 2006 as part of the development of a new Affordable Housing Strategy
3.4.A5.	Create, maintain and distribute list of available federal, state and local funding sources that support rental housing.	Admin. C/C	Q3 2004 and ongoing annual updates	On-going
Energy Conservation				
5.4.A1	Refer property owners and tenants to weatherization programs.	P&B	Q4 2004, and on-going	On-going
5.4.A2.	Maintain a list of energy conservation measures required in new residential structures.	P&B	Q4 2004	On-going